FULBRIGHT FOREIGN STUDENT PROGRAM - SWITZERLAND

Instructions for Completing the
Fulbright Foreign Student Program Application

Fulbright Program Office Contact Information:

swissuniversities
Scholarship Service
Effingerstrasse 15 / P.O. Box
3001 Bern
Tel. +41 (0) 31 335 07 48
Website: www.foreign-scholarships.ch
E-mail: fulbright@swissuniversities.ch

__________________________________________________________

Application cycle closes: July 25, 2018

• Late applications will not be accepted.
• Please read the eligibility requirements before commencing an application.
• Referee’s must submit their statements online before the application deadline above to be included in the application.
• All applications must be completed (using these instructions) via the online application portal.
• Please read this document in full to prepare the necessary documentation before commencing your application.
• Applicants are encouraged to write longer responses in a word document then copy across to the online application to avoid the portal website timing out.
• Please review your completed application before submitting it, using the checklist provided to ensure all elements are included.
• Please ensure you save your application regularly.
• In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will not display or print.

Applicants applying in this cycle, if successful, must commence and complete their program between July 2019 – June 2020, please consider this when planning your proposed program.
Please read this document in full before commencing your application.

This document provides step-by-step instructions on how to complete the application correctly. Applicants are encouraged to print this document and keep it next to them as they complete the application. Please note you are not required to contact swissuniversities prior to/during/after completing your application as suggested in the application.

STEP 1: Learn requirements for submitting an application

Eligibility requirements:
- Swiss citizenship
  (If you hold another citizenship you must contact the Fulbright Commission or U.S. Embassy Public Affairs Section in your citizenship country.)
- Undergraduate degree from a University or a University of Applied Sciences completed by fall 2018
- English proficiency with a TOEFL Internet-based iBT score of 100 or higher

In the following cases, you are not eligible to apply:
- You hold dual citizenship with the United States, are a resident of the United States, or hold a “green card”.
- You will not have completed a bachelor’s degree (or equivalent) by fall 2018.
- You plan to start your U.S. studies earlier than the fall semester of 2019.
- You have already obtained a Ph.D. degree or are expecting to obtain a Ph.D. degree before fall 2019.
- You intend to pursue an internship, residency or research at a U.S. school of medicine, dentistry or veterinary medicine.
- You are currently studying, researching or lecturing at a U.S. university.
- You are currently living or working in the United States.

STEP 2: Create an Embark Account

Go to https://iie.embark.com/apply/ffsp. Follow the instructions to register and create your account.

If you have previously applied:
- you will need to create a new account using a new email address or
- email support@embark.com and ask that your existing account be deleted so you can reapply with the associated email address.

You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on “Forgot your password” at https://iie.embark.com/apply/ffsp.

STEP 3: Application form

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can NO longer make changes to it. All forms in this application are to be completed in English. Items must be answered completely and carefully.
- Avoid using all capital letters when answering items, e.g., name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste information into all text boxes.
- In the text boxes, you must limit your responses to the space provided. If what you have typed or copied exceeds the size of the box, you must edit it.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. If the question is self-explanatory it will not be addressed below.
Preliminary Question Page

- Country of Citizenship: Make sure that you properly identified Switzerland as the country through which you are applying.
- Program: Select 'Fulbright Foreign Student Program'
- Academic level: Select 'Graduate'

General Information

Name: It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering in your name, e.g. Ron Smith. Also do not use symbols as this can sometimes create computer-related problems.

Date of Birth: Be sure to indicate your birth date in the following order: month, day, year.

U.S. Permanent Residency: If you are applying for/have U.S. permanent residency, you are ineligible for the Fulbright Program.

Application Cycle: Please select “2019-2020”

Degree Objective: Select one degree from the drop down menu of choices. Choose the objective that best describes your plans:

a) Master's: Choose if you are planning to earn a master’s degree in the U.S. Master's degree candidates must have completed a Bachelors degree or Masters degree (or the equivalent of) to apply. Although the minimum time required for a Master's degree is one academic year, a student should expect to spend from at least one summer session to an additional academic year to complete the academic requirements. Programs for a Masters degree in Law (LL.M) are for one year.

b) Doctorate: Choose if you are planning to do a full PhD in the U.S. If you plan to do four to ten months of your PhD research in the U.S. and to complete the PhD in Switzerland, choose “Visiting Student Researcher”. Ph.D. degree candidates must have at least two to three academic years beyond the Master's degree and have published work in addition to the Master's thesis. However, many doctoral students find four or five years necessary, and in some cases even longer. Admission at the Ph.D. level is highly competitive.

c) Non-degree: Choose if you are planning to concentrate on full-time coursework in the U.S.

d) Visiting Student Researcher (VSR): Choose if you are planning to conduct graduate research. Visiting Student Researchers must be currently enrolled in a Ph.D. program in Switzerland and must have already developed a Ph.D. dissertation topic. The primary objective is 4 to 10 months of research with a limitation of one or two courses. Candidates should be presenting proposals that can be completed within their original grant period (that is, no more than one academic year). If an applicant presents a longer research proposal, their goals are not aligned with the parameters for Visiting Student Researchers in the Fulbright Program. Visiting Student Researchers should not expect to be able to extend their research. Under worldwide Fulbright policy, extension of sponsorship for Visiting Student Researchers is only possible if circumstances beyond the grantee's control have prevented scheduled research completion.

Field of Study: From the choices, select the field of study most appropriate to your study/research objective. You can also indicate your specialization and briefly elaborate on the exact nature of your objective in the text box that follows.

Education

Institutions Attended: Please list all post-secondary institutions attended in reverse chronological order (putting the most recently attended first), including those from which you did not achieve a degree. You will be required to provide academic transcripts from all institutions that you list. Please do not include information regarding secondary school institutions.

Actual Name of Degree or Diploma: Do not translate. Leave the name as it is stated on your diploma or transcript.

Publications: Do not translate titles of publications. If extensive, only list the most relevant in your field of study.
Experience, Language Skills and Test Scores

Exam Dates: If you have already taken a TOEFL, GRE or GMAT, please indicate the date of the examination and your results and upload a copy of the test score report(s) to Test Scores in the ‘Transcripts and Additional Document’ section. If you plan to take any of these examinations, project the future test date. These tests are not necessary in order to apply for a Fulbright grant. You must find out which tests are required from the universities you will be applying for. Please note, should you be successful in your application, swissuniversities can provide you with a voucher to cover the costs of testing (see Appendix 1)

Emergency Contact: If you do not have an emergency contact in the U.S., you may leave this section blank.

Personal Information

National Identification Number: Leave blank

Other scholarships: Please indicate other scholarships you are applying to, including private foundations.

Approximate Arrival Date: Applicants applying in this cycle, if successful, must commence and complete their program between July 2019 – June 2020.

References: This section is to name the three people from whom you have requested letters of reference – please note that entering references here will not trigger the automated email to your recommenders. Please fill out these details and proceed with your application, further instructions on how the system contacts your recommenders will be addressed in “Register your Recommenders”. Please note, recommendations are confidential and will not be available to applicants without written consent from the referee.

Authorization of Release of Information: Be sure to indicate “yes” in order to authorize swissuniversities and IIE to have access to the information you have provided in the application.

Personal Financial Information

Since the Fulbright grant that may be awarded to you might only cover a portion of your expenses, you may need to provide funds from your own or other sources. Please complete this form as completely and accurately as possible based on information that you have at the time of application. Please note: You should not list personal funds that you do not plan on using because schools take that information into account. If you should have a major change in your financial resources while your grant is pending, you should immediately inform swissuniversities.

University Preferences

Please complete this page as fully as possible. If you have letters of admission, letters of invitation, or other correspondence from a school, especially a preferred program, please save a copy of this correspondence to Additional Documents in the ‘Transcripts and Additional Documents’ section.

STEP 4: Upload Documents

In order to ensure that supporting documents can be uploaded, please save the documents as smaller file size:

- Scanned documents should be scanned in black and white at 200 dpi resolution setting. Please do not scan documents in grayscale or color, as this greatly increases the file size.
- Electronic documents and document conversions can be saved as smaller files by printing to PDF, if your computer has the capability.
- You can check the size of a file by selecting the “details” view for your folder.

You can also use the Online PDF-Converter to reduce the file size: https://online2pdf.com/en/
Essays and Resume/Curriculum Vitae

Do not repeat verbatim parts of your Study Objectives in your Personal Statement, nor list dates and facts that can be covered in your CV. Your Study Objectives cover specific reasons for studying in the U.S. and your Personal Statements should include general reasons for studying in the U.S. In your Personal Statement you should comment on the number of years of practical experience already completed in the field in which you will do academic work in the U.S.

Study/Research Objectives (max. three pages): The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the study/research you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. Please describe in detail specific research that you want to accomplish. Do not mention specific U.S. universities at which you would like to study. It is recommended that you spell-check the word document before you upload it into the application.

Personal Statement: The personal statement is a narrative statement, written in first person, in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study in the U.S. It should not be a mere listing of dates and facts. It should be well organized, concise and well written. This exercise allows the selection committee to measure your writing skills and also provides you with an opportunity to share those personal, academic and professional characteristics you feel important to emphasize in your application. Again, do not mention specific U.S. universities at which you would like to study.

Resume/Curriculum Vitae: If you intend to pursue a professional degree, e.g. business or law, it is recommended that you attach a professional resume. If you intend to pursue a theoretical, academic degree, a complete curriculum vitae is useful.

Transcripts and Additional Documents

Transcript: Please scan copies of your (unofficial) transcripts and diploma(s) (including Diploma Supplement) with English translations and upload them to this application. Please follow the instructions that are given in Appendix 1 of this document. Keep in mind that you will still need to submit paper copies of official transcripts (e.g. transcripts that come directly from your institutions in envelopes that have not been opened by you) and certified copies of diploma(s)/degrees accompanied by official English translations to swissuniversities (see Appendix 1).

Writing Sample: Please note that your writing sample must be in English. Although writing samples are required primarily for PhD candidates, as the vast majority of those programs request an academic writing sample be included with the application materials, we strongly recommend Master’s candidates in certain disciplines (humanities, social sciences, etc.) to upload a writing sample as well.

Test Scores: Please upload your copy of any available test score reports (TOEFL, GRE, GMAT).

Additional Documents: Additional documents required for Swiss applicants include:
- Copy of the biographical page of the passport. Please do not scan the biographical page in color, as this greatly increases the file size. But it may be scanned in grayscale so that the image appears clearly.
- Report on Proficiency in English (if applicable, see Appendix 1)
- Transcript Release Form (if applicable, see Appendix 1)
- Signature Form
- Any other additional material (for example letter from host institution for VSR applicants or confirmation of admission to the bar for LL.M. applicants)

Creative/Performing Arts Applicants

Supplementary material must be included with the application to demonstrate excellence and achievement in your chosen field. Please check Appendix 1 for instructions on what to provide.
Supplemental Forms

IMPORTANT: Please do NOT mail anything to swissuniversities. The following forms have to be uploaded to your online application.

a) Letter of Reference: Your recommenders have to complete the letters online and submit electronically. Please follow the instructions in the "Register Recommenders" section on left-hand side menu of this application.

b) Report on Proficiency in English: If you provide a TOEFL result by the end of October 2018, the Report on Proficiency in English is not mandatory.

c) Transcript Release Form (for post-secondary U.S. transcripts only): This form is needed for those students who attended a post-secondary program (undergraduate or graduate) in the U.S. For instructions on how to complete this form, please see Appendix 1. The form has to be uploaded to Additional Documents in the 'Transcripts and Additional Documents' section.

d) Signature Form: You must print out, sign, and upload this form to Additional Documents in the 'Transcripts and Additional Documents' section. The electronic signature is sufficient for IIE’s purposes.

e) Academic Records Information: This form allows you to provide information about the educational and grading system in the country where you did postsecondary study. A separate form should be completed for each college or university attended. You must fill this out to the best of your knowledge. If something does not apply, such as ranking, please write N/A (not applicable). Please combine this/these form(s) with your academic records and submit them as one PDF to Transcripts in the 'Transcripts and Additional Documents' section. For instructions please see Appendix 1.

STEP 5: Register your Recommenders

You must click on the 'Register Recommenders' button in the left-hand side menu of this application to register your recommenders. This is in addition to listing them earlier in the application form.

You must have three letters of recommendation (or reference) submitted on your behalf. Letters of reference are an extremely important aspect of your application. An application will be considered incomplete without three letters of reference. All letters of reference should be written by teachers/supervisors under whom you have studied or pursued research, or by someone who has supervised you in work related to your proposed field of study. Letters of recommendation should not be written by persons related to you either by blood or marriage or by personal friends. At least one academic and one professional or work-related letter should be included. The letters must be written in English. Your recommenders will complete the forms online and submit electronically. It is your responsibility to ensure that three referee reports are submitted by the deadline.

Click on the 'Register Recommenders' button on the left and complete your recommenders' names and email addresses, then select INVITE RECOMMENDERS. This will send your recommenders an email and a set of links and instructions on how to complete and upload their recommendations to your application.

If you complete this task first, your recommender has time to submit his letter of reference to your application while you are working on it. You will not be able to view your recommendations, however you will receive email notification that your recommender has uploaded his letter to your application, so you can keep track and ensure they are uploaded to your application before the deadline. You can also check the status of your recommendations at any time once you have registered your recommenders.

Late referee reports will not be accepted. Applications without three letters of reference will be deemed ineligible.

STEP 6: Review

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct. Please use the checklist provided to ensure all elements are included.
**STEP 7: Submit your application**

Note carefully: After submitting your application electronically, you will be able to access it in a viewable PDF format. However, you will not be able to make changes to your application.

Please note that swissuniversities also requires *paper copies* of *official* academic transcripts and *certified copies* of diploma(s)/degrees accompanied by original English translations. Electronic copies of your academic records must be uploaded to the online application.

Thank you for your interest in the Fulbright Program.
You will be notified of your application progression in due course.
### Fulbright Foreign Student Application Checklist

A complete dossier for the Fulbright Foreign Student Program includes:

<table>
<thead>
<tr>
<th>Required Items</th>
<th>Comments</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online application</strong></td>
<td>Go to <a href="https://iie.embark.com/apply/ffsp">https://iie.embark.com/apply/ffsp</a></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Transcripts from all post-secondary schools attended</strong> (including Erasmus or other student exchange programs)</td>
<td>Official, certified copies of your academic records that come directly from the post-secondary school(s) (even from those schools from which you did not receive a degree, e.g. Erasmus exchange); must list courses taken and grades received for each year of enrollment, they must be in the official language of the school unless the school provides official transcripts in English</td>
<td></td>
</tr>
<tr>
<td><strong>Original translation of transcripts</strong></td>
<td>Official transcripts translated into English; translations can be issued by the school or by a qualified translator, they must be certified and literal, not interpretative</td>
<td></td>
</tr>
<tr>
<td><strong>Copy of diploma(s) / Diploma Supplement (if applicable)</strong></td>
<td>certified copy of original(s) / Please note: If you have completed a Bologna-compliant degree, a Diploma Supplement in English is also needed.</td>
<td></td>
</tr>
<tr>
<td><strong>Original translation of diploma(s)</strong></td>
<td>Diploma(s) must be translated into English and certified</td>
<td></td>
</tr>
<tr>
<td><strong>3 Letters of Reference</strong></td>
<td>Submitted online from teachers, professors or work supervisors who know you well; The letters should be written in English. If they are not, an original English translation must be provided.</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Records Information Form</strong></td>
<td>A separate form should be completed for each university or post-secondary institution attended (to be completed by the applicant). Must be uploaded to the online application.</td>
<td></td>
</tr>
<tr>
<td><strong>Transcript Release Form</strong></td>
<td>This form is needed for those students who attended in the past a post-secondary program (undergraduate or graduate) in the U.S. Must be uploaded to the online application.</td>
<td></td>
</tr>
<tr>
<td><strong>Signature Form</strong></td>
<td>Must be printed, signed and uploaded to the online application.</td>
<td></td>
</tr>
</tbody>
</table>

**Please note:** Paper copies your official academic transcripts and certified diploma(s)/degrees together with the official English translations must be mailed to swissuniversities. Electronic copies of your academic records must be uploaded to the online application.

**Additional items that could be needed to complete file**

<table>
<thead>
<tr>
<th>Comments</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation of current PhD program</td>
<td></td>
</tr>
<tr>
<td>For visiting student researchers: documentation/letter from home university confirming that the candidate is presently enrolled in a PhD program</td>
<td></td>
</tr>
<tr>
<td>Writing sample (could be a research paper, published article, paper done for a course, etc.)</td>
<td>Must be written in English, required for study in the humanities or social sciences; compulsory for doctoral applicants in all fields</td>
</tr>
<tr>
<td>Work sample (e.g. a portfolio of slides of art work, video, film, CD of music, OR sample of journalistic work, etc.)</td>
<td>Often required for study in the arts or art-related fields as well as in communication and/or journalism</td>
</tr>
<tr>
<td>Standardized Tests</td>
<td></td>
</tr>
<tr>
<td>TOEFL* (minimum TOEFL iBT total score of 100)</td>
<td></td>
</tr>
<tr>
<td>GRE* (required in most fields of study with the exception of MBA and Law)</td>
<td>If you have already taken a TOEFL, GRE or GMAT, please upload a copy of the test score report(s) to the online application. Please indicate IIE code 2326* or FOF 4J 28** on the registration forms and/or the forms provided at the time you take the exam. GRE Subject Tests are administered in October and November of each year.</td>
</tr>
<tr>
<td>GRE Subject Test*</td>
<td></td>
</tr>
<tr>
<td>GMAT** (required for MBA &amp; business-related programs)</td>
<td></td>
</tr>
</tbody>
</table>

*Please indicate IIE code 2326* or FOF 4J 28** on the registration forms and/or the forms provided at the time you take the exam.*
Appendix 1

Information on Supporting Documents

Fulbright Foreign Student Program

Academic Documents

Paper copies of official academic transcripts and certified copies of diplomas/degrees accompanied by official English translations (when necessary, translated by the issuing university or official translator) must be sent to swissuniversities. Preferably, official transcripts should be submitted directly from the schools in sealed envelopes to swissuniversities.

a) Official academic transcripts: Transcripts issued directly by the university will be considered official. Paper copies of transcripts will only be accepted with an official stamp and signature from the university. Copies of transcripts certified or notarized by a third party (i.e. public notary) will NOT be accepted as official. Translations must be literal – not interpretive. You need to attach one transcript from each university or post-secondary institution you attended, even those schools from which you did not receive a degree or diploma (e.g. Erasmus or other student exchange programs). The transcripts should list the subjects you studied and the grades you received during each year of your enrollment. If your transcripts include courses where only fair or pass grades are given, you must ask the university to verify this on your documents so they are clearly identified.

b) Diploma: A certified copy (with an official stamp and signature from the university) of your university or post-secondary diploma for each university or post-secondary degree awarded to you with official English translation (if necessary)

c) Diploma Supplement (if applicable): A certified copy (with an official stamp and signature from the university) of the Diploma Supplement(s)

Send the paper copies your official academic transcripts and certified diploma(s)/degrees together with the official English translations to swissuniversities, Scholarship Service, Effingerstrasse 15 / P.O. Box, 3001 Bern.

Electronic copies of your academic records must be uploaded to the online application. Combine the above documents (a-c) and the academic records information form(s) (see paragraph ‘Academic Records Form’ below) as one file and upload the file to Transcript in the “Transcripts and
Additional Documents’ section. We recommend to order the documents in chronological order, starting with the academic documents of the institution you may be presently enrolled in and continuing with the documents of the institution(s) you attended before.

Letters of Reference & Recommendation

You must have three letters of reference (or recommendation) submitted on your behalf. The letters should be from people who know you well in a professional capacity. At least one academic and one professional or work related letter should be included among the letters.

- Recommenders should be able to speak to your strengths.
- Recommenders should be chosen so that they say different things about you.
- Note, in some educational systems the reputation of the recommender is important. However, in the U.S. this is not a consideration if the recommender does not know you well.

The letters should be written in English. If they are not, an original English translation must be provided.

Your recommenders must complete the Letter of Reference form online and submits it electronically. To enable this you need to register your recommenders to the online application. After registering your recommenders he/she will receive an automated e-mail informing him/her of the online recommendation process. It is strongly recommended that after registering your recommenders you contact them to make sure they have received the recommendation instructions e-mail. In some rare cases the receiving computer system’s firewall may block the notification e-mail. Please note that only three letters of reference can be submitted electronically.

If you are selected for a grant, your letters of reference will be sent to several universities; hence your recommenders should not mention any specific universities that you might want to attend. It is often helpful to obtain references from professors or university teachers who have studied in the U.S. or who are acquainted with faculty members in the U.S.

NOTE: It is your responsibility to make certain that the three recommenders upload their letters to the online application by July 25, 2018. Your application will be considered incomplete if the three letters of reference have not been received.

Supplemental Forms

Contrary to the instructions of the application, it is NOT required to mail or email the supplemental forms to swissuniversities. All forms must be uploaded to your online application.

 Transcript Release Form (for post-secondary U.S. transcripts only)
The Transcript Release Form is needed for those students who attended a post-secondary program (undergraduate or graduate) in the U.S. Fees for acquiring multiple copies of U.S. postsecondary transcripts will be covered by the Fulbright Foreign Student Program. Please indicate in the “release five (5) official copies of my transcripts to:” section the following address:

Institute of International Education
University Placement Services Division
809 United Nations Plaza
New York, NY 10017-3580

Fill in the rest of the form, sign it and upload it to Additional Documents in the “Transcripts and Additional Documents” section.

 Academic Records Information Form
In order to assist U.S. academic institutions in evaluating more accurately your academic credentials, the Academic Records Information Form allows you to provide information about the educational and grading system in the country where you did postsecondary study. A separate form should be completed by yourself for each college or university attended. You must fill this out to
the best of your knowledge. If something does not apply, such as ranking, please write N/A (not applicable). Please combine this/these form(s) with your academic records and submit them as one PDF to Transcripts in the ‘Transcripts and Additional Documents’ section.

Signature Form
Please print out, sign, and upload this form to Additional Documents in the ‘Transcripts and Additional Documents’ section.

Applicants for Doctoral Studies
It is possible to apply for the following degree objectives:

- “Non-degree” to undertake coursework study
- “Visiting Student Researcher” to undertake a mentored pre-doctoral research-only program
- “Doctorate” to complete a Ph.D. degree in the U.S.

Candidates should NOT indicate Ph.D. in the application form if they want to undertake U.S. coursework at that level or if the research will be applied towards completion of a doctoral degree in Switzerland. However, they should clearly demonstrate the use of the credits they will obtain towards the completion of their doctoral degree in Switzerland. For those who intend to obtain a Ph.D. degree in the United States, it is important to make sure that the previous studies in Switzerland will fit the Ph.D. program of the preferred university.

Candidates who are planning to pursue Visiting Student Researcher affiliations at a U.S institution are requested to include documentation from their home university confirming that the candidate is presently enrolled in a Ph.D. program. After arriving in the U.S., Visiting Student Researchers should work to carry out their research within the grant time. They should not expect to be able to extend their research. Further, no Visiting Student Researcher should be on schedule to complete their Ph.D. studies before arriving in the U.S., or while in the U.S. Finally, Visiting Student Researchers are not eligible to apply for on-campus work authorization.

Arts and Architecture Applicant Information

Arts Applicants (Film, Music, Theater, Dance, Visual Arts & Design, Arts Administration, Art Education, Arts Therapy)

Programs in the Arts are extremely competitive and have rigorous and detailed application requirements, as well as very early application deadlines. Arts applicants will need to think about their application process in two parts:

Part One: We will need to send the Institute of International Education IIE a sample of your work with your Fulbright application. This sample will not be sent to any schools. This is just for IIE to understand your work and provide an accurate submission plan (IIE will submit to swissuniversities submission plans for all selected Fulbright candidates in November upon receipt of their complete application files).

This sample of your work will also be used for the Fulbright selection meeting in September and forwarded to the members of the Fulbright Selection Committee. It should be a selection of your strongest work that illustrates diversity and strength. It doesn’t need to be large or extensive, but enough for the members of the selection committee and IIE to understand what kind of work you create. For example, if you are a sculpture artist, you can submit 5-10 images of your work on DVD; if you are a filmmaker, you can submit a DVD of your film; if you are a designer, you can send us a web link of your work.

How to submit your sample portfolio by July 25, 2018:

1. by email to fulbright@swissuniversities.ch with the subject line ‘(SURNAME), (First name) – Arts Application - attachments’ or
2. by postal mail together with your academic documents to swissuniversities, Scholarship Service, Effingerstrasse 15 / P.O. Box, 3001 Bern or
3. via SlideRoom – https://iie.slideroom.com
Part Two: You should be visiting the websites of the schools that you are interested in applying. These websites will set the guidelines for the applications and will give students an idea of what is required. Some schools have not updated the guidelines for the 2019-2020 application yet, but the changes will likely be minimal from last year, so you should read the guidelines for the 2018-2019 application period. (Please note: if you create a portfolio based on the previous year’s guidelines and the school makes an adjustment for the 2019-2020 guidelines, you will be required to make these changes.) The best thing for you to do is visit the websites of the schools you are interested in and read the guidelines thoroughly. Then you can start to compile the kinds of materials that will be required. You will also be able to see if there is any overlap in requirements from school to school. If you start compiling materials now it will be easier for you to submit your portfolios in case you will be selected as a Fulbright grantee.

Architecture Applicants (All Architecture fields including Landscape Architecture, Environmental Architecture, Urban Design (not Urban Planning), Architectural History, etc.)

In most cases, Architecture applicants will not be required to customize their Study Objective. Architecture applicants in more research-based MS Architecture fields will need an architecture portfolio; writing samples are only required by some schools. You should be visiting the websites of the schools that you are interested in applying. These websites will set the guidelines for the applications and will give you an idea of what is required.

We will need to send the Institute of International Education IIE a sample of your work with your Fulbright application. This sample will also be used for the Fulbright selection meeting in September and forwarded to the members of the Fulbright Selection Committee. IIE submits your work sample to the schools on your behalf in case you will be selected as a Fulbright grantee.

Architecture portfolio requirements

The portfolio must consist of 3 hardcopy portfolios + 1 PDF portfolio:

- 3 identical hardcopy portfolios
  - Must be bound
  - Should be 8.5” x 11”
  - DO NOT include an institution’s name on the cover
  - DO include a resume as page 1 of the portfolio

- 1 electronic version, identical to the hardcopy:
  - Must be in PDF format
  - Cannot exceed 10 MB
  - Must include some recent work

The electronic version of your portfolio must be sent by separate e-mail to fulbright@swissuniversities.ch with the subject line ‘(SURNAME), (First name) – Arts Application - attachments’.

Standardized Tests (TOEFL, GRE, GMAT)

It is a standard admission requirement of U.S. institutions for international applicants to provide a TOEFL score. Schools will not accept applicants officially without the TOEFL score. You might also be required to take one of the following standardized tests to obtain admission to a U.S. university: GRE revised General Test, GRE Subject Test or GMAT. For further information on standardized tests please visit http://www.ets.org and http://www.mba.com.

Institution codes

An institution code list is available during online registration. Candidates must select their score recipients (designated institutions to receive their scores) during registration. They cannot select their score recipients at the test center.

To avoid any delays during the submission and placement process, due to missing score reports, Fulbright candidates must designate the Institute of International Education’s (IIE) institution code when taking the exams. Most universities will not review the candidates’ applications for admission until they are in receipt of the official copies of the score reports. Therefore, please designate the following institution code when taking the exam:
➢ For all TOEFL and GRE exams: code 2326
➢ For the GMAT: code F0F4J28

Test scores availability
If you have already taken a TOEFL, GRE or GMAT, please indicate the date of the examination and your results under “Exam Dates” in the online application and also save a copy of the test taker score report to Test Scores in the “Transcripts and Additional Document” section. If official scores are not available by the time the application is submitted please include unofficial scores when available. Alternatively, please list future date(s) for taking the exam(s).

You will have to take the TOEFL and depending on your field of study, either the GRE and GRE Subject Test (required for the following fields: Biochemistry, Cell and Molecular Biology, Biology, Chemistry, Computer Science, Literature in English, Mathematics, Physics and Psychology) or the GMAT (MBA and business-related programs). Grantees in law only need to take the TOEFL. GRE Subject Tests are administered in October and November of each year. Candidates in MBA and business-related programs should plan to sit for the GMAT exam in October 2018.

These exams are not required for the Fulbright application. However, we recommend taking exams no later than September in order for score reports to be received by IIE’s October 1st application deadline. Early testing is important for several reasons. Candidates often need to take exams more than once in order to become familiar with the exam and get an optimal score. Furthermore, having test scores available at the time the applications of the selected candidates are submitted to IIE assists IIE’s University Placement Services Division with selecting appropriate universities for the candidates.

Fee Vouchers
Annually, IIE sends TOEFL, GRE and GMAT fee vouchers to swissuniversities to be used by selected candidates as payment for these tests. Since the vouchers can only be used at the time when registering for the test, please make sure that you contact swissuniversities for a voucher BEFORE YOU REGISTER for the test.

Please note carefully: As vouchers can only be provided after the selection meeting towards the end of September 2018 to candidates who have been selected for the Fulbright Program, it is up to you to decide whether you would register for the exam(s) as early as possible to secure a place at your preferred test date or whether you would wait until the selection meeting to register for the test(s) to benefit from a voucher should you be selected for a Fulbright grant.